

PROCEEDINGS OF BROWN COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARD:

A regular meeting was held on: Tuesday, March 20, 2018

Board Members Present: B. Clancy, J. Mitchell, L. Franke, and S. Bohjanen

Others Present: A. Nizzia, C. Maricque, J. Driessen, K. Pahlow, N. Kohls, L. Larson, C. Jensky, R. Sagrillo, J. Titera, M. Gantz, and M. Thomas

1. Action Item: Call to Order –
B. Clancy called the meeting to order at 3:31 pm.
2. Open Forum - None
3. Action Item: Approval of January 16, 2018 Minutes
Motion made by J. Mitchell, seconded by L. Franke, that the minutes from the January 16, 2018 Board meeting be approved. MOTION CARRIED UNANIMOUSLY.
4. Action Item: Approval of Agenda
Motion made by L. Franke, seconded by J. Mitchell, that the agenda for today's meeting be approved. MOTION CARRIED UNANIMOUSLY.
5. Action Item: Donations.
Donations for February and March were reviewed. Abbie explained the donations and how the funds will be used. There was one Sensory Court Yard pledge that completed the donors overall donation. C. Maricque stated that there is currently only \$6,000 in pledges outstanding for the Sensory Court Yard.

Motion made by J. Mitchell, seconded by L. Franke, that February and March donations be approved. MOTION CARRIED UNANIMOUSLY.
6. Action Item: Payment of Bills
Expenses from January 1, 2018 to February 28, 2018 were reviewed and discussed. Some of the larger expenses included an Alio migration, an unexpected repair on brackets in the pool, and the final audit payment. In addition, special education categorical aid was paid to the districts for their student tuition payments. The purpose of the payment to Kyles Consulting was questioned and C. Maricque responded the Board that Kyles is our consultant for the Medicaid billing.

Motion made by L. Franke, seconded by S. Bohjanen, that the payment of the bills be approved. MOTION CARRIED UNANIMOUSLY.
7. Action Item: Financial Report
Summaries for the Revenue and Expenditures from December 2017 and January

2018 were reviewed and discussed. Instructional Aides and Nursing are more than what was budgeted due to increases that were budgeted in Intellectual Disabilities. The budgets for substitutes is also overspent due to staff members on leave which has created a savings in Intellectual Disabilities. General Administration is over budget due to the audit payments being made for the year so this area will not be over for the total year. Food Service is also over budget due to the purchase of the tables to spend down Food Service fund balance. The contract with West De Pere also increased after the budget was completed so this negative variance will continue for the year. C. Maricque indicated that the positive variance should cover the negative variances for most areas, but there may be overages in building repairs and Food Services.

Motion made by J. Mitchell, seconded by L. Franke, that the financial report be accepted. MOTION CARRIED UNANIMOUSLY.

8. Discussion Item: Physical Therapy Presentation
A. Nizzia introduced Mary Gantz (Physical Therapist) and Matt Thomas (Physical Therapist Assistant). Mary and Matt presented the Board with information regarding their role at Syble Hopp and how they work with the classroom teacher to reach a student's IEP goals. They also shared the importance of functional mobility, muscle strength and tone. They also shared how important the therapy pool is to their work and how greatly it benefits our students.
9. Discussion Item: Strategic Planning
K. Pahlow shared that she would like to spend some time at the next meeting discussing the Board's request that the BCCDEB begin a 3-5 year strategic plan. She would like them to think about what the scope of the planning would entail, who they see involved in the planning and what the timeline would be so there can be further discussion at the April meeting. Kim is recommending a fall 2018 start for the process.
10. Discussion Item: Administrator's Report
J. Driessen, Special Ed Director – reported that DLM testing has begun and so far everything is running smoothly with 113 students to be tested. The grade level determines the test(s) that are performed and a total of 326 tests will be completed. Teachers, aides and substitutes are working nicely together to accomplish this.

A. Nizzia, Principal – reported that we are working with School Specialty and KI to work on new classroom furniture that is functional, socially engaging and professional. Some furniture samples were here for staff to look at as well as catalogs. Five staff members went to a Functional Behavior Assessment (FBA)/Behavior Intervention Plan training at CESA 7 and will then train the rest of the staff this fall. CPR classes are underway. Bill Clancy entertained us for St. Patrick's Day along with 13 Irish dancers. Our Special Olympics teams played 3 on 3 basketball with our NEWCHA friends. In honor of the Winter Olympics in February, we had our own Parade of Nations and classroom activities for the week.

K. Pahlow, Administrator – presented B. Clancy with a Syble Hopp hat in honor of all that he does for us on the Brown County Board as a County Supervisor. Wednesday will be his last BC Board meeting. Tomorrow the County will vote to determine whether or not we will be able to add two more BCCDEB members. The Compensation Committee has been meeting but will be taking a reprieve while they wait for the County Payscale Study to be completed.

11. Discussion Item: Parent Organization Report

The parents raised approximately \$40,000 at the Winter Blast in February. They also had a bake sale at the Spaghetti Dinner to raise funds for classroom books. Pizza and egg sales are all completed as well. The next big fundraiser will be the 25th Annual Golf Outing on July 14th. Prom is May 5th.

12. Action Items: Job Descriptions

In order for the County to do a Compensation Market Analysis, we were required to have up to date job descriptions. Staff and administration worked diligently to complete our revisions within the one week timeline and the job descriptions were submitted on time. The revisions include a new template, more accurate and specific responsibilities and a consistent section that addresses work conditions. These job description will also be useful for job postings, the hiring process and staff awareness regarding the expectations of their positions.

Recommended Motion: Motion made by L. Franke, seconded by S. Bohjanen that the employee job descriptions for the Brown County Children with Disabilities Education Board be approved.

13. Action Items: Retirement

The board thanked J. Driessen for his service to Syble Hopp School and wished him good luck in retirement.

Recommended Motion: Motion made by L. Franke, seconded by S. Bohjanen, that the retirement of John Driessen as the Director of Special Education, effective June 30, 2018 be accepted by the Board.

14. Executive Session: The Board will move to executive session as allowed by Wisconsin Statute stats 19.85 (1)(c) pursuant to personnel.

Motion made by J. Mitchell, seconded by S. Bohjanen, to move to Executive Session. MOTION CARRIED UNANIMOUSLY. 4:28 pm

Returned to open session at 5:12 PM.

15. Action Item: Interim Director of Special Education and Pupil Services.

The Board approved the hiring of Sarah Johnson as the Interim Director of Special Education and Pupil Services for the 2018-19 school year. Sarah is currently a Speech and Language Pathologist at Syble Hopp.

Motion made by J. Mitchell, seconded by S. Bohjanen, that Sarah Johnson be approved as the Interim Director of Special Education and Pupil Services for the 2018-2019 school year.

16. Action Item: Adjournment

Motion made by L. Franke, seconded by S. Bohjanen, to adjourn the meeting at 5:15 PM. MOTION CARRIED UNANIMOUSLY.